



Dawlish Town Council Events Lost Child Procedure

Procedure for children who are lost or found

Lost Child

The loss of a child should be classed as a priority incident and only be exceeded by a threat to life.

- Steward to remain with parent or guardian and record the following information
 - Name and contact detail of person reporting the lost child and their relationship to that child
 - Name of child
 - Age of child
 - Description (sex, ethnicity, height, appearance, build, hair, clothing)
 - Location last seen
 - Time last seen
 - Any other significant information
- Information to be communicated to the Event Organiser
- Event organiser to communicate the information via radio or mobile phones to all other stewards. The child's name must **NOT** be communicated by radio and must **NOT** be announced over the PA. The name should only be communicated discreetly by mobile phone.
- If a child remains missing after 10 minutes, advise stewards to be vigilant and observe people leaving the event area. Inform Police and extend the search area to the surrounding area. Also search other locations playgrounds, arcades etc.

Once Found

- Steward to inform Event Organiser and all stewards to be advised
- It should be establish where the child has been and if there should be cause for any further concern
- Complete incident log
- Before letting the child go into the care of the parent/carer ensure you are happy they are fit to take over the care of the child and are not intoxicated or unwell.



Found Child

- Steward to remain with the child in the location found for 5 minutes and notify the Event Organiser to request help and pass details of the lost child to the Event Organiser.
 - Event Organiser will arrange for another steward to go to the steward and child so 1:1 contact is minimised.
 - Open an incident form and gain as much information from the child about the parents or carer, description, location as possible.
 - Continue to reassure the child if they are upset that they are safe.
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- **DO NOT** circulate any information about the child publicly until they are secure
 - After 5 minutes of waiting in the location the stewards should bring the child to the lost child point. 2 stewards should always remain with the child.
 - Once the parent or carer has been identified request to see identification unless it is clear the child recognises the adult.
 - Before letting the child go into the care of the parent/carer ensure you are happy they are fit to take over the care of the child and are not intoxicated or unwell.
 - Complete the incident log.

